

BUDGET 2010

USER'S MANUAL

Harris County Information Technology Center (ITC)
October, 2008 (revised December, 2008)

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Summary of Forms

Mandatory Forms

Title	Description	Screen	Mask
BD_FORM_400	400 Summary (BDSUMCOM and BDDTL)	BDSUMCOM, BDDTL	BDUPBD
BD_401_ORG	Form 401 Pre GL by OrgKey		
BD_FORM_402	Department Budget Summary List of Priorityes (BDDESC)	BDDESC	BDUPBD
BD_FORM_411	Personnel Class Schedule (BDPOSB)	BDPOSB	BDUPDA
FORM 412	Organizational Chart		
BD_FORM_414	Five-Year Expenditure Projections (BDSUMM and BDEXPEND)	BDSUMM BDEXPEND	BDUPBD BDUPDA

Revenue Form

BD_FORM_323	Revenue Estimate Form	BDREV	BDUPDA
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Forms That May Be Required

Title	Description	Screen	Mask
BD_FORM_403	Materials and Supplies (BDMISC)	BDMISC	BDUPDA
BD_FORM_404	Buildings and Equipment (BDEQPT)	BDEQPT	BDUPDA
BD_FORM_405	Services and Utilities (BDMISC)	BDMISC	BDUPDA
BD_FORM_406	Transportation and Travel (BDTRVL)	BDTRVL	BDUPDA
BD_FORM_407	Equipment Over \$5000 (BDEQPT)	BDEQPT	BDUPDA
BD_FORM_408	Request for Vehicle Purchases (BDVEHICL)	BDVEHICL	BDUPDA
BD_FORM_410	Position Budget Reclassification (BDPOSB)	BDPOSB	BDUPDA
BD_FORM_413	Capital Improvement 5 Yr Request (BDCAPIMP)	BDCAPIMP	BDUPDA
FORM 415	Budget Addendum is used when changes to the budget request amount are necessary after the budget has been submitted		
BD_FORM_3441	Position Change Request Form - Addition	BDPOSB	BDUPDA
BD_FORM_3441	Position Change Request Form - Change/Delete	BDPOSB	BDUPDA

Budget Training Updates

FY2010 Budget: CDD Report 400

For BDSUMCOM, BDDTL, and BDDDESC for Form 400, you will browse through the records that have been carried over from last year's budget. The records are in sequence by the page number.

1. If you must make a change to the record, find the record by using F-5 and F-6, or the Previous and Next buttons at the bottom of the screen.
2. Be sure you are in Browse mode. Make the change to the record and save.
3. If you cannot complete your information on the pages that exist you may add a new page. Go to add mode, create this record and use the next sequential page number. This tells the system that there is another page attached. For example,

The screenshot displays a terminal window titled "Budget Document Summ. Comments" with the sub-header "BDSUMCOM" and "Train B". The main content area shows the following fields:

DEPARTMENT	: 301	HARRIS COUNTY CONSTABLE PCT. 1	Ledger:	HC
DIVISION	: 0000	NOT APPLICABLE	Fiscal Year:	2010

Below these fields is a section labeled "Summary Comments" with a "Page: 3" indicator. The main body of the screen is filled with a large blue rectangular area containing the text "this is page 3". At the bottom of the screen, there is a row of buttons: Help, Delete, Options, Screen, Browse, Prev, Next, Add, and Exit. Below the buttons, the text "Level 1 Value" is visible.

Above is a record for Department 301. I can make changes to this record (page 3). However, if you need to add another page, go to the add mode and enter the data (create a new record). Be sure to put in the next sequential page number. For this record, it would be page 4. See below.

Budget Document Summ. Comments BDSUMCOM Train B

DEPARTMENT : 301 HARRIS COUNTY CONSTABLE PCT. 1 Ledger: HC
 DIVISION : 0000 NOT APPLICABLE Fiscal Year: 2010

Summary Comments

Page: 4

this is page 4

Help Delete Options Screen Browse Prev Next Add Exit

Level 1 Value

The changes to page 3 and the record (page 4) will both be reflected on the Form 400.
 See below.

Harris County Training
 Fiscal Year 2010
 Form 400 - Department Budget Summary

Department: 301 - HARRIS COUNTY CONSTABLE PCT. 1

Division: 0000 - NOT APPLICABLE

MISSION STATEMENT:
 This department receives civil process, distributes them among the Constables, serves civil process, criminal warrants, traffic warrants, bond forfeitures, mental warrants and juvenile process. The goal of this department is to continue to improve efficiency in these areas while responding to the needs of the courts and law enforcement agencies. Automated systems will continue to be expanded to eliminate duplication of data entry. This office will continue to maximize fees to recoup costs of providing services. The juvenile division continues to receive an increase of process as crime increases in that area. Automated citation generation with aid of the mobile data terminals will continue to be developed to reduce the processing time for the courts. Building security responsibilities continue to increase
 Gregory shavers
 this is page 3
 this is page 4
 this is page 5.
 this is page 6.

AUTHORIZED PERSONNEL	FY 2007 - 2008	FY 2008 - 2009	FY 2009 - 2010
Regular	296	296	3,000
Grant	0	44	200
DIVISION TOTAL:	296	330	3,200

PERFORMANCE STATISTICS	FY 2007 - 2008	FY 2008 - 2009	FY 2009 - 2010
Civil Process Received	175,400	180,000	300000
Civil Process Disposed	172,600	178,000	180000
Criminal Warrants Received	29,300	34,000	50000
Criminal Warrants Executed	48,800	50,000	0

PLEASE NOTE:

If you try to enter a new record and receive the message on the screen shot below, it means you are trying to add a record where the department/division/page number combination already exists. Press any key to go back to add mode. You will need to press F7 to go to browse mode. Review the existing records to find the department/division/page combination you entered and update that record OR add a new record with a department/division/page combination that does currently exist.

Budget Document Summ. Comments		BDSUMCOM	Train B
DEPARTMENT	: 311	JUSTICE OF THE PEACE 1-1	Ledger: HC
DIVISION	: 0000	NOT APPLICABLE	Fiscal Year: 2010
Summary Comments			
Page: 2			
!ERROR!			
Could not insert new row - duplicate value in a UNIQUE INDEX column.			
Press Any Key to Continue			
Help Options Screen Add Prev Next Browse Exit			

Navigation in the IFAS BID Module


Purpose To provide general tips for navigating the IFAS BID Module.

When When working in the IFAS BID Module.

Materials IFAS access

- IFAS keyboard template (optional)

If you want to:	Then do this:
Access the BID module	Go to BD (Budget Item Detail) Module
Access a screen in the module	<ol style="list-style-type: none"> Press F4. Use cursor keys to move to desired screen. Press Enter.
Search for a record in a screen	<ol style="list-style-type: none"> Press F3. Default will be "Select New." Press Enter. Tab to fields of known data, enter data. Press Enter. If default record is NOT desired record, use F6 (Next Record) and F5 (Previous Record) keys to move to desired record.
Add a comment to an existing record	<ol style="list-style-type: none"> Go to record to be updated. Make ANY change on the screen. Examples: Add a period at the end of the description, add a word, spell out an abbreviated word. Use cursor keys to move to comments box Enter "Y". <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Result: "Budget Item Details" screen pops up. </div> <ol style="list-style-type: none"> Enter your comments Press Enter to return to record. Press Enter to save changes.

If you want to:	Then do this:
View all items budgeted for an org key and object code	<p>a. Go to screen where account is detailed.</p> <p>b. Use cursor keys to move to “View Detail”.</p> <p>c. Enter “Y”.</p> <p>d. Review account information provided in grid mode.</p> <p>e. Press F8 to exit “View Detail” and return to record.</p>
To review how much of the proposed budget you have requested	<p>Go to BDUPDA.</p> <p>Press F4 and choose BDBUDGET screen.</p> <div data-bbox="698 619 1542 699" style="border: 1px solid black; padding: 5px;"> <p>Note: The BDBUDGET screen updates as entries are made on the BDMISC, BDEQPT, and BDTRVL screens.</p> </div>
Reviewing CDD Reports	<p>Access the CDD folder on the IFAS tree or by click  from the task bar at the top left of the screen.</p>

Mandatory Forms for All Departments

Complete Form 400 - Summary (BDSUMCOM, BDDTL)

Purpose	To complete Form 400 data, including: Total positions authorized Brief description of your office's objectives Statistical measures of effectiveness
When	Prior to the budget request deadline.
Materials	IFAS access Mission statement Department statistics

Actions:	Do this:
1. Go to BDSUMCOM screen.	<p>a) Enter the mask BDUPBD in the Type Ahead History Box.</p> <p>b) Press Enter.</p> <p>c) Press F4 and use cursor keys to move down to BDSUMCOM screen.</p> <p>d) Press Enter</p>
2. Enter Department Code and Division Code.	<p>a. Enter 3-digit Department Code in Department field.</p> <p>b. Press Tab.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Result: System provides Department Name after you tab out of Department field.</p> </div> <p>c. Preparing separate budget packets by Division? Yes: Enter 4-digit Division Code. No: Enter "0000."</p> <p>d. Press Tab.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Result: System provides Division Name after you tab out of Division field.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Note: The Fiscal Year will default to the requested fiscal year and is not updateable.</p> </div>

Actions:	Do this:
3. Enter Page Number	<p>a. Enter two-digit page number in Page field. For example, enter page 1 as 01.</p> <p>b. Press Tab.</p>
4. Enter summary comments.	<div data-bbox="751 443 1555 527" style="border: 1px solid black; padding: 5px;"> <p>Note: If spell check is desired, write and spell check text in Microsoft and paste into Summary Comments.</p> </div> <p>a. Enter mission statement.</p> <div data-bbox="751 583 1555 688" style="border: 1px solid black; padding: 5px;"> <p>Note: Press Enter before exiting screen or changes will be lost.</p> </div> <p>b. Need another screen to enter mission statement?</p> <p>Yes: Press Enter to save screen and go to Step 2.</p> <p>No: Press Enter to save screen.</p>
5. Go to BDDTL screen.	<p>a. Press F4 and use cursor keys to move down to BDDTL screen.</p> <p>b. Press Enter.</p>
6. Enter Department and Division Codes.	<p>a. Enter 3-digit Department Code in Department field.</p> <p>b. Press Tab.</p> <div data-bbox="751 1140 1544 1224" style="border: 1px solid black; padding: 5px;"> <p>Result: System provides Department Name after you tab out of Department field.</p> </div> <p>c. Preparing separate budget packets by Division?</p> <p>Yes: Enter 4-digit Division Code.</p> <p>No: Enter "0000."</p> <p>d. Press Tab.</p> <div data-bbox="751 1444 1544 1528" style="border: 1px solid black; padding: 5px;"> <p>Result: System provides Division Name after you tab out of Division field.</p> </div> <div data-bbox="751 1545 1544 1629" style="border: 1px solid black; padding: 5px;"> <p>Note: The Fiscal Year will default to the requested fiscal year and is not updateable.</p> </div>

Actions:	Do this:
7. Enter PERS type.	<p>a. Press F1.</p> <p>b. Select PERS from the pick list.</p> <p>c. Press Enter.</p> <p>d. Press Tab.</p> <div data-bbox="748 474 1544 558" style="border: 1px solid black; padding: 5px;"> Result: System displays “Authorized Personnel” after you tab out of Type field. </div>
8. Enter Sequence Number.	<p>a. Enter two-digit sequence number in the field labeled ‘No.’ For example, on the first line enter 01 and then proceed to steps 10 and 11. If subsequent personnel categories are to be added, enter 02, 03 and so on in the ‘No.’ field.</p> <p>b. Press Tab.</p> <div data-bbox="748 842 1544 888" style="border: 1px solid black; padding: 5px;"> Note: Sequence number is required. </div>
9. Enter description.	<div data-bbox="748 963 1544 1230" style="border: 1px solid black; padding: 10px;"> <p>Note: Authorized Personnel categories include:</p> <ul style="list-style-type: none"> • Regular • Part-Time • Temporary • Grant </div> <p>a. Enter Authorized Personnel category in Description field.</p> <div data-bbox="748 1329 1544 1375" style="border: 1px solid black; padding: 5px;"> Note: All categories may be entered on one screen. </div> <p>b. Press Tab.</p>

Actions:	Do this:
<p>10. Enter personnel data.</p>	<p>a. Enter number of positions in previous fiscal year.</p> <p>b. Press Tab.</p> <p>c. Enter estimated number of positions in current fiscal year.</p> <p>d. Press Tab.</p> <p>e. Enter estimated number of positions in requested fiscal year.</p> <p>f. Press Tab.</p> <p>Form 400 only shows the total positions, which includes all deleted and new positions. If these numbers do not match those of Form 411, the user must go back and change them.</p> <div data-bbox="748 793 1544 915" style="border: 1px solid black; padding: 5px;"> <p>Note: You may not have positions in every category. If no positions in a category, enter “0” for that category.</p> </div> <p>g. More categories (i.e., Regular, Part-Time, Temporary, Grant) to enter?</p> <p>Yes: Go to Step 9.</p> <p>No: Press Enter to save screen.</p>
<p>11. Enter Department and Division Codes.</p>	<div data-bbox="748 1129 1544 1213" style="border: 1px solid black; padding: 5px;"> <p>Note: Once personnel data is complete, performance statistics may be entered.</p> </div> <p>a. Enter 3-digit Department Code in Department field.</p> <p>b. Press Tab.</p> <div data-bbox="748 1331 1544 1415" style="border: 1px solid black; padding: 5px;"> <p>Result: System provides Department Name after you tab out of Department field.</p> </div> <p>c. Preparing separate budget packets by Division?</p> <p>Yes: Enter 4-digit Division Code.</p> <p>No: Enter “0000.”</p> <p>d. Press Tab.</p> <div data-bbox="748 1633 1544 1717" style="border: 1px solid black; padding: 5px;"> <p>Result: System provides Division Name after you tab out of Division field.</p> </div>

Actions:	Do this:
<p>12. Enter PERF type.</p>	<p>a. Press F1.</p> <p>b. Select PERF from the pick list.</p> <p>c. Press Enter.</p> <p>d. Press Tab.</p> <div data-bbox="748 474 1544 558" style="border: 1px solid black; padding: 5px;"> <p>Result: System displays “Performance Statistics” after you tab out of Type field.</p> </div>
<p>13. Enter performance statistics description.</p>	<p>a. Enter appropriate performance statistic in the Description field.</p> <div data-bbox="748 674 1544 758" style="border: 1px solid black; padding: 5px;"> <p>Note: All performance statistics may be entered on one screen.</p> </div> <p>b. Press Tab.</p>
<p>14. Enter performance statistics data.</p>	<p>a. Enter performance statistics in previous fiscal year.</p> <p>b. Press Tab.</p> <p>c. Enter estimated performance statistics in current fiscal year.</p> <p>d. Press Tab.</p> <p>e. Enter estimated performance statistics in requested fiscal year.</p> <p>f. Press Tab.</p> <div data-bbox="748 1224 1544 1308" style="border: 1px solid black; padding: 5px;"> <p>Note: Press Enter before exiting screen or changes will be lost.</p> </div> <p>g. More performance statistics data to enter?</p> <p>Yes: Go to Step 14.</p> <p>No: Press Enter to save screen and press F8 to exit screen.</p> <div data-bbox="748 1518 1544 1602" style="border: 1px solid black; padding: 5px;"> <p>Note: If you have more data than will fit on 1 screen, press Enter to save screen and go to Step 11.</p> </div>

Actions:	Do this:
15. Enter additional types.	<p>Are there additional types to enter?</p> <p>Yes: Go to Step 11.</p> <p>No: Press F8 to exit screen.</p>
16. Go to BD_FORM_400.	<p>a. Open CDD report folder.</p> <p>b. Open Subsystem folder.</p> <p>c. Open BU folder.</p> <p>d. Open BD_FORM_400.</p> <div data-bbox="748 632 1544 716" style="border: 1px solid black; padding: 5px;"> <p>Result: A prompt box appears where the user enters selection criteria.</p> </div>
17. Enter Department and Division Codes.	<div data-bbox="748 789 1544 831" style="border: 1px solid black; padding: 5px;"> <p>Note: Leaving “*” requests all Departments.</p> </div> <p>a. Enter 3-digit Department Code.</p> <p>b. Press Tab.</p> <div data-bbox="748 957 1544 999" style="border: 1px solid black; padding: 5px;"> <p>Note: Leaving “*” requests all Divisions.</p> </div> <p>c. Enter 4-digit Division Code.</p>
18. Enter ledger.	<div data-bbox="748 1079 1544 1121" style="border: 1px solid black; padding: 5px;"> <p>Note: All Departments must use default ledger (HC).</p> </div> <p>a. Press Tab.</p>
19. Enter fiscal year.	<p>a. Enter Fiscal Year, if different from default fiscal year.</p> <p>b. Press Enter or click OK to view report.</p> <div data-bbox="748 1314 1544 1356" style="border: 1px solid black; padding: 5px;"> <p>Result: Report will be displayed on screen.</p> </div>
20. Review BD_FORM_400.	<p>Review information.</p> <p>Correct?</p> <p>Yes: Print form to submit with Budget Packet.</p> <p>No: Use this job aid to correct information.</p>
21. Check your work.	<p>Check your work.</p> <p>Results: A completed BD_Form_400.</p> <p>Task standards: All data is accurate and complete.</p>

Complete Form 402 - Department Budget Summary List of Priorities (BDDESC)

Purpose To complete Form 402, including a list of Departmental priorities.

Start Prior to the budget request deadline.

Materials IFAS access
Department and Division (if applicable) priority information

Actions:	Do this:
1. Go to BDDESC screen.	<p>Enter the mask BDUPBD in the Type Ahead History Box.</p> <p>Press Enter.</p> <p>Press F4 and use cursor keys to move down to BDDESC screen.</p> <p>Press Enter.</p>
2. Enter Department Code and Division Code.	<p>a. Enter 3-digit number in Department field.</p> <p>Press Tab.</p> <div data-bbox="748 1073 1544 1157" style="border: 1px solid black; padding: 5px;"> <p>Result: System provides Department Name after you tab out of Department field.</p> </div> <p>Preparing separate budget packets by Division?</p> <p>Yes: Enter 4-digit Division Code.</p> <p>No: Enter "0000."</p> <p>Press Tab.</p> <div data-bbox="748 1367 1544 1451" style="border: 1px solid black; padding: 5px;"> <p>Result: System provides Division Name after you tab out of Division field.</p> </div> <div data-bbox="748 1467 1544 1551" style="border: 1px solid black; padding: 5px;"> <p>Note: The Fiscal Year will default to the requested fiscal year and is not updateable.</p> </div>

Actions:	Do this:
3. Enter Type.	<div data-bbox="760 262 1544 541" style="border: 1px solid black; padding: 5px;"> <p>Notes:</p> <ul style="list-style-type: none"> • The pick list allows requests to be prioritized from 1-10. • Department determines the rank of each request with 1 having the HIGHEST priority. • Requests can have the same priority ranking. </div> <p>a. Press F1.</p> <p>b. Select priority ranking from the pick list.</p> <p>c. Press Enter.</p> <p>d. Press Tab.</p> <div data-bbox="760 772 1544 856" style="border: 1px solid black; padding: 5px;"> <p>Result: System displays “Priority ranking” after you tab out of Type field.</p> </div>
4. Enter Page Number	<p>a. Enter two-digit page number in Page field. For example, enter page 1 as 01.</p> <p>b. Press Tab.</p>
5. Enter Description.	<div data-bbox="760 1066 1544 1186" style="border: 1px solid black; padding: 5px;"> <p>Note: If spell check is desired, then write and spell check text in Word and paste it into Summary Comments. Only one priority per screen.</p> </div> <p>Enter priority.</p> <div data-bbox="760 1249 1544 1339" style="border: 1px solid black; padding: 5px;"> <p>Note: Press Enter before exiting screen or changes will be lost.</p> </div> <p>Press Enter.</p> <p>More priorities to enter?</p> <p>Yes: Go to Step 2.</p> <p>No: Press F8.</p>
6. Go to BD_FORM_402.	<p>a. Open CDD folder.</p> <p>b. Open Subsystem folder.</p> <p>c. Open BU folder.</p> <p>d. Open BD_FORM_402.</p> <div data-bbox="760 1766 1544 1850" style="border: 1px solid black; padding: 5px;"> <p>Result: A prompt box appears where the user enters selection criteria.</p> </div>

Actions:	Do this:
<p>7. Enter Department and Division Codes.</p>	<div data-bbox="748 260 1544 306" style="border: 1px solid black; padding: 2px;"> <p>Note: Leaving “*” requests ALL Departments.</p> </div> <p>a. Enter 3-digit Department Code.</p> <p>b. Press Tab.</p> <div data-bbox="748 424 1544 470" style="border: 1px solid black; padding: 2px;"> <p>Note: Leaving “*” requests ALL Divisions.</p> </div> <p>c. Enter 4-digit Division Code.</p> <p>d. Press Enter.</p>
<p>8. Review BD_FORM_402.</p>	<p>a. Review information on BD_FORM_402.</p> <p>b. Correct?</p> <p style="padding-left: 20px;">Yes: Print form to submit with Budget Packet.</p> <p style="padding-left: 20px;">No: Follow job aid for BD_FORM_402.</p>
<p>9. Check your work.</p>	<p>Check your work.</p> <p>Results: A completed BD_Form_402.</p> <p>Task standards: All data is accurate and complete.</p>

Review Form 411 - Personnel Classification Schedule (BDPOSB)

Purpose Review Form 411 to confirm accuracy of information on BDPOSB screen.

Start Prior to the budget request deadline.

Materials IFAS access
Personnel Classification Schedule information

Actions:	Do this:
1. Go to BD_FORM411_POSB report in CDD.	a. Open CDD report folder. b. Open Subsystem folder. c. Open BU folder. d. Double-click on BD_FORM411_POSB.
1. Enter fiscal year.	a. Enter fiscal year. b. Press Tab .
2. Enter Org Key.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Note: To see ALL of your Department's personnel, enter first 6 digits of Org Key and add an asterisk (*) at the end. </div> a. Enter Org Key. b. Press Enter .
3. Review BD_FORM411_POSB report.	a. Review information. The number of personnel must equal that on the Form 400. To delete or add positions, go to BDPOSB. b. Correct? Check for accurate job descriptions. Yes: Print form to submit with Budget Packet. No: Follow "Populate BD_Form_3441 – Change/Delete" job aid to correct information.
4. Check your work.	Check your work. Result: A complete BD_FORM411_POSB. Task standards: All data is accurate and complete.

Include Form 412 - Department Organizational (Org) Chart

Form 412 is the org chart currently used by your department. It is a readable hard copy generated from a file in Excel, Visio, PowerPoint, etc., or a readable hard copy from another source. The organization chart should be a black and white 8 ½ x 11 page with no shading.

Complete Form 414 - 5-Year Projections (BDSUMM, BDEXPEND)

Purpose	To input Form 414 data, including Current and Five Year Expenditure Projections.
Start	Prior to the budget request deadline.
Materials	IFAS access Projected Expenditures for the Requested fiscal year and the 4 following years

Actions:	Do this:
1. Go to BDEXPEND screen.	<p>a. Enter the mask BDUPDA in the Type Ahead History Box.</p> <p>b. Press Enter.</p> <div>Result: A dialog box will appear.</div> <p>c. Click the green check mark button.</p> <div>Result: The BDMISC screen will appear with the cursor in an unmarked field, the GL/JL key field.</div> <p>d. Press F4 and use cursor keys to move down to BDEXPEND screen</p> <p>e. Press Enter.</p>

Actions:	Do this:
<p>2. Enter Department Code and Division Code.</p>	<p>a. Enter 3-digit Department Code.</p> <p>b. Press Tab.</p> <p>c. Preparing separate budget packets by Division? Yes: Enter 4-digit Division Code. No: Enter "0000."</p> <div data-bbox="795 504 1523 779" style="border: 1px solid black; padding: 5px;"> <p>Notes:</p> <p>A specific division must be entered if BD_Form_414 is going to be printed.</p> <p>The Fiscal Year will default to the requested fiscal year and is not updateable.</p> </div> <p>d. Press Tab.</p> <div data-bbox="795 840 1523 919" style="border: 1px solid black; padding: 5px;"> <p>Result: System provides Division Name after you tab out of Division field.</p> </div> <div data-bbox="795 938 1523 1018" style="border: 1px solid black; padding: 5px;"> <p>Note: The Fiscal Year will default to the requested fiscal year and is not updateable.</p> </div>
<p>3. Enter Org Key.</p>	<p>a. Enter 8-digit Org Key.</p> <p>b. Press Tab.</p>

Actions:	Do this:																
<p>4. Enter Object Code.</p>	<p>a. Enter 6-digit Object Code. The Object Code to be used for each category is listed below.</p> <table border="1" data-bbox="836 338 1549 919"> <thead> <tr> <th data-bbox="836 338 1232 394">If category is...</th><th data-bbox="1232 338 1549 394">Use Object Code...</th></tr> </thead> <tbody> <tr> <td data-bbox="836 394 1232 451">6000-Labor & Benefits</td><td data-bbox="1232 394 1549 451">600100</td></tr> <tr> <td data-bbox="836 451 1232 508">6100-Materials & Supplies</td><td data-bbox="1232 451 1549 508">610000</td></tr> <tr> <td data-bbox="836 508 1232 606">6200-Buildings & Equipment</td><td data-bbox="1232 508 1549 606">620100</td></tr> <tr> <td data-bbox="836 606 1232 663">6300-Services & Other</td><td data-bbox="1232 606 1549 663">630900</td></tr> <tr> <td data-bbox="836 663 1232 720">6380-Utilities</td><td data-bbox="1232 663 1549 720">638200</td></tr> <tr> <td data-bbox="836 720 1232 819">6500-Transportation & Travel</td><td data-bbox="1232 720 1549 819">650200</td></tr> <tr> <td data-bbox="836 819 1232 919">6600-Other Financial Transactions</td><td data-bbox="1232 819 1549 919">660000</td></tr> </tbody> </table> <p>b. Press Tab.</p>	If category is...	Use Object Code...	6000-Labor & Benefits	600100	6100-Materials & Supplies	610000	6200-Buildings & Equipment	620100	6300-Services & Other	630900	6380-Utilities	638200	6500-Transportation & Travel	650200	6600-Other Financial Transactions	660000
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6000-Labor & Benefits	600100																
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6500-Transportation & Travel	650200																
6600-Other Financial Transactions	660000																
<p>5. Enter estimated expenditures for current fiscal year.</p>	<p>a. Enter estimated expenditures for the current fiscal year.</p> <p>b. Press Tab.</p>																
<p>6. Enter estimated expenditures for requested fiscal year.</p>	<p>a. Enter estimated expenditures for requested fiscal year.</p> <p>b. Press Tab.</p>																
<p>7. Enter estimated expenditures for fiscal year following requested fiscal year.</p>	<p>a. Enter estimated expenditures for fiscal year following requested fiscal year.</p> <p>b. Press Tab.</p>																
<p>8. Enter estimated expenditures for 2 fiscal years following requested fiscal year.</p>	<p>a. Enter estimated expenditures for 2 fiscal years following requested fiscal year.</p> <p>b. Press Tab.</p>																
<p>9. Enter estimated expenditures for 3 fiscal years following requested fiscal year.</p>	<p>a. Enter estimated expenditures for 3 fiscal years following requested fiscal year.</p> <p>b. Press Tab.</p>																

Actions:	Do this:
<p>10. Enter estimated expenditures for 4 fiscal years following requested fiscal year.</p>	<p>a. Enter in estimated expenditures for 4 fiscal years following requested fiscal year.</p> <div data-bbox="781 344 1523 426" style="border: 1px solid black; padding: 5px;"> <p>Note: Press Enter before exiting screen or changes will be lost.</p> </div> <p>b. Press Enter to save screen.</p> <p>c. Need to enter more account category projected expenditures?</p> <ul style="list-style-type: none"> • Yes: Go to Step 2. • No: Press F8 to exit screen.
<p>11. Go to BDSUMM screen.</p>	<p>a. Enter the mask BDUPBD in the Type Ahead History Box.</p> <p>b. Press Enter.</p> <div data-bbox="781 837 1523 919" style="border: 1px solid black; padding: 5px;"> <p>Result: BDSUMM screen will appear with cursor in the Department field.</p> </div>
<p>12. Enter Department Code and Division Code.</p>	<p>a. Enter 3-digit Department Code.</p> <p>b. Press Tab.</p> <div data-bbox="792 1079 1523 1161" style="border: 1px solid black; padding: 5px;"> <p>Result: System provides Department Name after you tab out of Department field.</p> </div> <p>c. Preparing separate budget packets by Division? Yes: Enter 4-digit Division Code. No: Enter "0000."</p> <div data-bbox="792 1318 1523 1549" style="border: 1px solid black; padding: 5px;"> <p>Notes:</p> <ul style="list-style-type: none"> • A specific division must be entered if BD_Form_414 is going to be printed. • The Fiscal Year will default to the requested fiscal year and is not updateable. </div> <p>d. Press Tab.</p> <div data-bbox="792 1614 1523 1696" style="border: 1px solid black; padding: 5px;"> <p>Result: System provides Division Name after you tab out of Division field.</p> </div>
<p>13. Enter page number</p>	<p>a. Enter two-digit page number in Page field. For example, enter page 1 as 01.</p> <p>b. Press Tab.</p>

Actions:	Do this:
14. Enter Summary Comments.	<div data-bbox="792 260 1531 380" style="border: 1px solid black; padding: 5px;"> <p>Note: If spell check is desired, write and spell check text in Microsoft and paste into Summary Comments.</p> </div> <p>a. Enter assumptions and description of anticipated changes in the summary comments field.</p> <div data-bbox="792 474 1531 564" style="border: 1px solid black; padding: 5px;"> <p>Note: Press Enter before exiting screen or changes will be lost.</p> </div> <p>b. Need another screen to enter assumptions and description of anticipated changes?</p> <ul style="list-style-type: none"> • Yes: Press Enter to save screen and go to Step 13. • No: Press Enter to save screen and press F8 to exit screen.
15. Go to BD_FORM_414.	<p>a. Open CDD report folder.</p> <p>b. Open Subsystem Folder.</p> <p>c. Open BU Folder.</p> <p>d. Double click on BD_FORM_414.</p>
16. 00Enter fiscal year.	<p>a. Enter fiscal year</p> <p>b. Press Tab</p>
17. Enter Ledger.	<div data-bbox="779 1178 1523 1226" style="border: 1px solid black; padding: 5px;"> <p>Note: Use default ledger (HC).</p> </div> <p>b. Press Tab.</p>
18. Enter department.	<p>a. Enter 3-digit Department Code</p> <div data-bbox="779 1356 1523 1404" style="border: 1px solid black; padding: 5px;"> <p>Note: Leaving “*” requests all departments.</p> </div> <p>b. Press Enter.</p>
19. Review BD_FORM_414.	<p>a. Review information.</p> <p>b. Correct?</p> <ul style="list-style-type: none"> • Yes: Print form to submit with Budget Packet. • No: Follow job aid for BD_FORM_413.
20. Check your work.	<p>Check your work.</p> <p>Result: A complete BD_Form_414.</p> <p>Task standards: All data is accurate and complete.</p>

Review Form 401 - Pre-GL

Purpose To review BD_FORM_401, to confirm accuracy of information on BDMISC, BDEQPT, and BDTRVL screens.

Start Prior to the budget request deadline.

Materials IFAS access
Information entered on BDMISC, BDEQPT, and BDTRVL

Actions:	Do this:
1. Go to BD_FORM_401.	<p>b. Open CDD report folder. c. Open Subsystem folder. d. Open BU folder. e. Open BD_FORM_401.</p> <div> Result: A prompt box appears where the user enters selection criteria. </div>
2. Enter Past Prior Fiscal Year (FY-3).	<div> Note: IFAS will default to the Fiscal Year associated with the upcoming budget. </div> <p>a. Enter Past Prior Fiscal Year (Current Fiscal Year minus three years). b. Press Tab.</p>
3. Enter Past Prior Fiscal Year (FY-2).	<div> Note: The appropriate Fiscal Year associated with the upcoming budget will default. </div> <p>a. Enter Past Prior Fiscal Year (Current Fiscal Year minus two years). b. Press Tab.</p>
4. Enter Prior Fiscal Year.	<div> Note: The appropriate Fiscal Year associated with the upcoming budget will default. </div> <p>a. Enter Prior Fiscal Year (Current Fiscal Year minus one year). b. Press Tab.</p>

Actions:	Do this:
5. Enter Current Fiscal Year.	<div data-bbox="748 264 1520 342" style="border: 1px solid black; padding: 5px;"> Note: IFAS will default to the appropriate fiscal year for the upcoming budget. </div> <p>a. Enter Current Fiscal Year.</p> <p>b. Press Tab.</p>
6. Enter Target Fiscal Year.	<div data-bbox="748 478 1520 556" style="border: 1px solid black; padding: 5px;"> Note: IFAS will default to the appropriate fiscal year for the upcoming budget. </div> <p>a. Enter Target Fiscal Year (of budget preparation).</p> <p>b. Press Tab.</p>
7. Enter As-of fiscal period for Current Fiscal Year.	<div data-bbox="748 693 1520 732" style="border: 1px solid black; padding: 5px;"> Note: Use default setting of 12. </div> <p>a. Enter 12.</p> <p>b. Press Tab.</p>
8. Enter the Ledger Code.	<div data-bbox="748 871 1520 911" style="border: 1px solid black; padding: 5px;"> Note: Use default ledger code (HC). </div> <p>a. Enter HC.</p> <p>b. Press Tab.</p>
9. Enter Department Code.	<p>a. Enter 3-digit Department Code.</p> <p>b. Press Enter.</p>
10. Enter Fund Code.	<div data-bbox="748 1165 1520 1205" style="border: 1px solid black; padding: 5px;"> Note: Enter “*” for all funds. </div> <p>a. Enter Fund Code.</p> <p>b. Press Tab.</p>
11. Enter Division Code.	<div data-bbox="748 1344 1520 1383" style="border: 1px solid black; padding: 5px;"> Note: Enter “*” for all Divisions. </div> <p>a. Enter 4-digit Division Code.</p> <p>b. Press Tab.</p>
12. Review BD_FORM_401.	<p>a. Review BD_FORM_401 information.</p> <p>b. Correct?</p> <p>Yes: Print form to submit with Budget Packet.</p> <p>No: According to Object Code, follow job aids for BD_Form_403, BD_Form_404, BD_Form_405, BD_Form_406, or BD-Form_407.</p>

Actions:	Do this:
13. Check your work.	<p>Check your work.</p> <p>Result: A complete BD_FORM_401.</p> <p>Task standards: All data is accurate and complete.</p>

Other Forms That May Be Required

Complete Form 403 - Materials & Supplies (BDMISC)

Purpose To complete Form 403, including a justification for the budget request in the Materials & Supplies GL Object Account Category.

Note: Only items in account category 6100 will be listed on the BD_FORM_403.

Start Prior to the budget request deadline.

Materials IFAS access
Materials & supplies information

Actions:	Do this:
1. Go to BDMISC screen.	<p>Enter the mask BDUPDA in the Type Ahead History Box.</p> <p>Press Enter.</p> <p>Result: A dialog box will appear.</p> <p>Click the green check mark button.</p> <p>Result: BDMISC screen will appear with cursor in the unmarked GL/JL key field.</p>
2. Enter GL Org Key.	<p>a. Enter 8-digit Org Key in unmarked field.</p> <p>b. Press Tab.</p> <p>Result: System provides GL Org Key description after you tab out of this unmarked field.</p> <p>Note: Only active specific Org keys associated with this screen can be entered.</p>

Actions:	Do this:
<p>3. Enter GL Object Code.</p>	<p>a. Enter 6-digit Object Code in this unmarked field.</p> <p>b. Press Tab.</p> <div data-bbox="740 363 1521 445" style="border: 1px solid black; padding: 5px;"> <p>Result: System provides GL Object Code description after you tab out of this unmarked field.</p> </div> <div data-bbox="740 464 1521 783" style="border: 1px solid black; padding: 5px;"> <p>Notes:</p> <ul style="list-style-type: none"> • Only active specific Object Codes associated with this screen can be entered. • The Fiscal Year will default to the requested fiscal year and is not updateable. • The Level will default to OB (Object Code) and the Version will default to RQ (Depart Request). </div>
<p>4. Enter class.</p>	<p>a. Press F1.</p> <p>b. Select the desired classification from the pick list.</p> <p>c. Press Enter.</p> <p>d. Tab to move to Description field.</p> <div data-bbox="740 1071 1521 1152" style="border: 1px solid black; padding: 5px;"> <p>Result: The Level will default to OB (Object Code) and the Version will default to RQ (Depart Request).</p> </div>
<p>5. Enter description.</p>	<div data-bbox="740 1222 1521 1304" style="border: 1px solid black; padding: 5px;"> <p>Note: You must make an entry in the Description field.</p> </div> <p>a. Enter description.</p> <p>b. Press Tab.</p>
<p>6. Generate reference number.</p>	<p>a. Tab through Reference field and a system-generated number will appear.</p>
<p>7. Enter justification.</p>	<p>a. Enter explanation to justify budget item.</p> <p>b. Use cursor keys to move to Comments field.</p>

Actions:	Do this:
8. Enter comments.	<p>a. Do you have additional comments? Yes: Enter Y. No: Press Tab and go to Step 10.</p> <p>b. Type your additional comments in the Budget Item Detail Comments field.</p> <p>c. Press Enter to save your comments.</p> <div data-bbox="738 548 1523 703" style="border: 1px solid black; padding: 5px;"> <p>Result: The BDMISC screen will appear once you save your comments. An asterisk (*) will appear in your Comments field once the comments and the BDMISC screen are saved.</p> </div>
9. Enter budget amount.	<p>a. Did you type in Comments? Yes: Enter \$ amount (xxxxxx.xx) in Budget Amount field. No: Tab to Budget Amount field and enter \$ amount.</p> <div data-bbox="738 989 1523 1262" style="border: 1px solid black; padding: 5px;"> <p>Notes:</p> <ul style="list-style-type: none"> • A separate screen will need to be completed for each budget amount requested for different Org Keys and different Object Codes. • Press Enter before exiting screen (F8) or information entered on screen will NOT be saved. </div> <p>b. More budget amounts to enter? Yes: Press Enter to save screen and go to Step 2. No: Press Enter to save screen and press F8 to exit.</p>
10. Go to BD_FORM_403.	<p>a. Open CDD report folder. b. Open Subsystem folder. c. Open BU folder. d. Preparing separate budget packets by Division? Yes: Open BD_FORM_403_DIV. No: Open BD_FORM_403_DEPT.</p> <div data-bbox="738 1732 1523 1814" style="border: 1px solid black; padding: 5px;"> <p>Result: A prompt box appears where the user enters selection criteria.</p> </div>

Actions:	Do this:
11. Enter fiscal year.	<p>a. Enter fiscal year.</p> <p>b. Press Tab.</p> <div data-bbox="737 363 1523 409" style="border: 1px solid black; padding: 2px;"> Result: Target fiscal year defaults. </div>
12. Enter fund.	<div data-bbox="737 457 1523 504" style="border: 1px solid black; padding: 2px;"> Note: Leaving “*” requests all funds. </div> <p>a. Enter 4-digit fund.</p> <p>b. Press Tab.</p>
13. Enter Department and Division Codes.	<div data-bbox="737 636 1523 682" style="border: 1px solid black; padding: 2px;"> Note: Leaving “*” requests all Departments. </div> <p>a. Enter 3-digit Department Code.</p> <p>b. Press Tab.</p> <div data-bbox="737 804 1523 850" style="border: 1px solid black; padding: 2px;"> Note: Leaving “*” requests all Divisions. </div> <p>c. Enter 4-digit Division Code.</p> <p>d. Press Enter.</p>
14. Review BD_FORM_403.	<p>a. Review information on BD_FORM_403.</p> <p>b. Correct?</p> <p style="padding-left: 40px;">Yes: Print form to submit with Budget Packet.</p> <p style="padding-left: 40px;">No: Follow job aid for BD_FORM_403.</p> <div data-bbox="737 1171 1523 1255" style="border: 1px solid black; padding: 2px;"> Note: Only items in account category 6100 will be listed on the BD_FORM_403. </div>
15. Check your work.	<p>Check your work.</p> <p>Results: A completed BD_Form_403.</p> <p>Task standards: All data is accurate and complete.</p>

Complete Form 404 - Buildings & Equipment (BDEQPT)

Purpose To complete Form 404, including a summary of the budget request in the Buildings & Equipment GL Object Account Category.

Notes:

- Only items in account category 6200 will be listed on the BD_FORM_404.
- Form 404 summarizes your Department's buildings and equipment.
- Forms 407 and 408 provide detail for equipment and vehicles costing \$5,000 or more.
- Equipment costing \$5,000 or more is considered a fixed asset. Fixed assets MUST be marked with a "Y" in the Fixed Assets field. If not marked, fixed assets will NOT show on Form 407.

Start Prior to the budget request deadline.

Materials

- IFAS access
- Buildings & Equipment information

Actions:	Do this:
1. Go to BDEQPT screen.	<p>b. Enter the mask BDUPDA in the Type Ahead History Box.</p> <p>c. Press Enter.</p> <div data-bbox="748 1297 1507 1346" style="border: 1px solid black; padding: 2px;"> <p>Result: A dialog box will appear.</p> </div> <p>d. Click the green check mark button.</p> <div data-bbox="748 1409 1507 1493" style="border: 1px solid black; padding: 2px;"> <p>Result: The BDMISC screen will appear with the cursor in the unmarked GL/JL key field.</p> </div> <p>e. Press F4 and use cursor keys to move down to BDEQPT.</p> <p>f. Press Enter.</p> <div data-bbox="748 1654 1507 1738" style="border: 1px solid black; padding: 2px;"> <p>Result: The BDEQPT screen will appear with the cursor in the unmarked GL/JL key field.</p> </div>

Actions:	Do this:
2. Enter GL Org Key.	<p>a. Enter 8-digit Org Key in this unmarked field.</p> <div data-bbox="753 306 1507 390" style="border: 1px solid black; padding: 5px;"> <p>Note: Only active specific Org keys associated with this screen can be entered.</p> </div> <p>b. Press Tab.</p> <div data-bbox="753 495 1507 579" style="border: 1px solid black; padding: 5px;"> <p>Result: System provides GL Org Key description after you tab out of this unmarked field.</p> </div>
3. Enter GL Object Code.	<p>a. Enter 6-digit Object Code in this unmarked field.</p> <div data-bbox="753 688 1507 772" style="border: 1px solid black; padding: 5px;"> <p>Note: Only active specific Object codes associated with this screen can be entered.</p> </div> <p>b. Press Tab.</p> <div data-bbox="753 846 1507 930" style="border: 1px solid black; padding: 5px;"> <p>Result: System provides GL Object Code description after you tab out of this unmarked field.</p> </div> <div data-bbox="753 951 1507 1035" style="border: 1px solid black; padding: 5px;"> <p>Note: The Fiscal Year will default to the requested fiscal year and is not updateable.</p> </div>
4. Enter class.	<p>a. Press F1.</p> <p>b. Select the desired classification from the pick list.</p> <p>c. Press Enter.</p> <p>d. Press Tab.</p> <div data-bbox="753 1308 1507 1392" style="border: 1px solid black; padding: 5px;"> <p>Result: Level will default to OB (Object Code) and the Version will default to RQ (Depart Request).</p> </div>
5. Enter description.	<div data-bbox="753 1476 1507 1560" style="border: 1px solid black; padding: 5px;"> <p>Note: You must make an entry in the Description field.</p> </div> <p>a. Enter description.</p> <p>b. Press Tab.</p>
6. Generate reference number.	<p>a. Tab through the reference field and a system-generated number will appear.</p>
7. Enter contract number.	<p>a. Enter contract number, if applicable.</p> <p>b. Press Tab.</p>

Actions:	Do this:
8. Enter make.	<p>a. Enter make (manufacturer) of equipment, if applicable.</p> <p>b. Press Tab.</p>
9. Enter quantity.	<div data-bbox="748 415 1507 730" style="border: 1px solid black; padding: 5px;"> <p>Notes:</p> <ul style="list-style-type: none"> • Budget amount field is NOT updateable. • The system automatically calculates Budget amount by multiplying the Quantity and the Unit Price. • If entering a total amount, enter a quantity of ONE. </div> <p>a. Enter number of items.</p> <p>b. Press Tab.</p>
10. Enter model.	<p>a. Enter model of equipment, if applicable.</p> <p>b. Press Tab.</p>
11. Enter unit price.	<p>a. Enter unit price (i.e., dollar amount.).</p> <p>b. Press Tab.</p>
12. Enter funding source.	<p>a. Enter funding source, if applicable.</p> <p>b. Press Tab.</p>
13. Enter purchase date.	<p>a. Enter estimated purchase date, if known.</p> <p>b. Press Tab.</p>
14. Indicate fixed asset.	<div data-bbox="748 1329 1507 1413" style="border: 1px solid black; padding: 5px;"> <p>Note: Fixed assets MUST be noted by putting a Y in the Fixed Asset field.</p> </div> <p>a. Is item a fixed asset?</p> <ul style="list-style-type: none"> • Yes: Enter Y. <div data-bbox="748 1528 1507 1612" style="border: 1px solid black; padding: 5px;"> <p>Result: Fixed assets will appear on BD_Form_404 and BD_Form_407.</p> </div> <ul style="list-style-type: none"> • No: Press Tab.

Actions:	Do this:
15. Enter comments.	<div data-bbox="743 264 1507 380" style="border: 1px solid black; padding: 5px;"> <p>Note: Comments within the same Org Key and Object Code will NOT display properly on Form 404. They WILL display correctly on Form 407.</p> </div> <p>a. Do you have comments to enter – to justify Building and Equipment requests?</p> <ul style="list-style-type: none"> • Yes: Enter Y. • No: Press Enter to save screen. <p>b. Type your additional comments in the Budget Item Detail Comments field.</p> <p>c. Press Enter to save your comments.</p> <div data-bbox="743 726 1507 915" style="border: 1px solid black; padding: 5px;"> <p>Result: The BDEQPT screen that you’ve been working on will appear once you save your comments. An asterisk (*) will appear in your Comments field once the comments and the BDEQPT screen are saved.</p> </div> <div data-bbox="743 957 1507 1041" style="border: 1px solid black; padding: 5px;"> <p>Note: Press Enter before exiting screen or changes will be lost.</p> </div> <p>d. Press Enter to save your screen.</p> <p>e. Additional budget amounts to enter?</p> <ul style="list-style-type: none"> • Yes: Go to Step 2. • No: Press F8 to exit.
16. Go to BD_FORM_404	<p>a. Open CDD report folder.</p> <p>b. Open Subsystem folder.</p> <p>c. Open BU folder.</p> <p>d. Open BD_FORM_404.</p> <div data-bbox="743 1472 1507 1549" style="border: 1px solid black; padding: 5px;"> <p>Result: A prompt box appears where the user enters selection criteria.</p> </div>
17. Enter fiscal year.	<p>a. Enter fiscal year.</p> <p>b. Press Tab.</p> <div data-bbox="743 1734 1507 1776" style="border: 1px solid black; padding: 5px;"> <p>Result: Target fiscal year defaults.</p> </div>

Actions:	Do this:
18. Enter fund.	<div data-bbox="748 260 1507 306" style="border: 1px solid black; padding: 2px;">Note: Leaving “*” requests all funds.</div> <p>a. Enter 4-digit fund.</p> <p>b. Press Tab.</p>
19. Specify Department and Division.	<div data-bbox="748 438 1507 485" style="border: 1px solid black; padding: 2px;">Note: Leaving “*” requests all Departments.</div> <p>a. Enter 3-digit Department Code.</p> <p>b. Press Tab.</p> <div data-bbox="748 602 1507 648" style="border: 1px solid black; padding: 2px;">Note: Leaving “*” requests all Divisions.</div> <p>c. Enter 4-digit Division Code</p> <p>d. Press Enter.</p>
20. Review BD_FORM_404	<p>a. Review information on BD_FORM_404.</p> <p>b. Correct?</p> <ul style="list-style-type: none"> • Yes: Print form to submit with Budget Packet. • No: Follow job aid for BD_FORM_404. <div data-bbox="748 976 1507 1058" style="border: 1px solid black; padding: 2px;">Note: Only items in account category 6200 will be listed on the BD_FORM_404.</div>
21. Check your work.	<p>Check your work.</p> <p>Results: A completed BD_Form_404.</p> <p>Task standards: All data is accurate and complete.</p>

Complete Form 405 - Services and Utilities (BDMISC)

Purpose To create Form 405 that provides an explanation of the nature and reason for budget requests in the Services & Other GL Object Account Category.

Note: BD_Form_405 summarizes services and utilities included in Account Categories 6300 and 6380.

Start Prior to the budget request deadline.

Materials

- IFAS access
- Services & Utilities information

Actions:	Do this:
1. Go to BDMISC screen.	<p>a. Enter the mask BDUPDA in the Type Ahead History Box.</p> <p>b. Press Enter.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: A dialog box will appear.</p> </div> <p>c. Click the green check mark button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Result: The BDMISC screen will appear with the cursor in an unmarked GL/JL key field.</p> </div>
2. Enter GL Org key.	<p>a. Enter 8-digit Org Key in this unmarked field.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: Only active specific Org codes associated with this screen can be entered.</p> </div> <p>b. Press Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Result: System provides GL Org Key description after you tab out of this unmarked field.</p> </div>

Actions:	Do this:
<p>3. Enter GL Object Code.</p>	<p>a. Enter 6-digit Object Code in this unmarked field.</p> <div data-bbox="753 306 1544 390" style="border: 1px solid black; padding: 5px;"> <p>Note: Only active specific Object codes associated with this screen can be entered.</p> </div> <p>b. Press Tab.</p> <div data-bbox="753 464 1544 548" style="border: 1px solid black; padding: 5px;"> <p>Result: System provides GL Object Code description after you tab out of this unmarked field.</p> </div> <div data-bbox="753 562 1544 789" style="border: 1px solid black; padding: 5px;"> <p>Notes:</p> <ul style="list-style-type: none"> • The Fiscal Year will default to the requested fiscal year and is not updateable. • The Level will default to OB (Object Code) and the Version will default to RQ (Depart Request). </div>
<p>4. Enter class.</p>	<p>a. Press F1.</p> <p>b. Select the desired classification from the pick list.</p> <p>c. Press Enter.</p> <p>d. Tab to the Description field.</p> <div data-bbox="753 1073 1544 1157" style="border: 1px solid black; padding: 5px;"> <p>Result: The Level will default to OB (Object Code) and the Version will default to RQ (Depart Request).</p> </div>
<p>5. Enter description.</p>	<div data-bbox="753 1226 1544 1310" style="border: 1px solid black; padding: 5px;"> <p>Note: You must make an entry in the Description field.</p> </div> <p>a. Enter description.</p> <p>b. Press Tab.</p>
<p>6. Generate reference number.</p>	<p>a. Tab through the reference field and a system-generated number will appear.</p>
<p>7. Enter justification.</p>	<p>a. Enter explanation to justify budget item.</p> <p>b. Use cursor keys to move to Comments field.</p>

Actions:	Do this:
8. Enter comments.	<p>a. Additional comments to enter?</p> <ul style="list-style-type: none"> • Yes: Enter Y. • No: Press Tab and go to Step 10. <p>b. Enter comments in the Budget Item Detail Comments field.</p> <div data-bbox="748 495 1544 585" style="border: 1px solid black; padding: 5px;"> <p>Note: Press Enter before exiting screen or changes will be lost.</p> </div> <p>c. Press Enter to save your comments and F8 to exit screen.</p> <div data-bbox="748 695 1544 888" style="border: 1px solid black; padding: 5px;"> <p>Result: The BDMISC screen that you've been working on will appear once you save your comments. An asterisk (*) will appear in your Comments field once the comments and the BDMISC screen are saved.</p> </div>
9. Enter budget amount.	<div data-bbox="748 978 1544 1245" style="border: 1px solid black; padding: 5px;"> <p>Note:</p> <ul style="list-style-type: none"> • Complete a separate screen for each budget amount requested for different Org Keys and different Object Codes. • Press Enter before exiting screen or changes will be lost. </div> <p>More budget amounts to enter?</p> <ul style="list-style-type: none"> • Yes: Press Enter to save screen and go to Step 2. • No: Press Enter to save screen and F8 to exit screen.
10. Go to BD_FORM_405.	<p>b. Open CDD report folder.</p> <p>c. Open Subsystem folder.</p> <p>d. Open BU folder.</p> <p>e. Open BD_FORM_405.</p> <div data-bbox="748 1661 1544 1745" style="border: 1px solid black; padding: 5px;"> <p>Result: A prompt box appears where the user enters selection criteria.</p> </div>

Actions:	Do this:
11. Enter fiscal year.	<p>a. Enter fiscal year.</p> <p>b. Press Tab.</p> <div data-bbox="748 359 1544 407" style="border: 1px solid black; padding: 2px;"> Result: Target fiscal year defaults. </div>
12. Enter fund.	<div data-bbox="748 459 1544 508" style="border: 1px solid black; padding: 2px;"> Note: Leaving "*" requests all funds. </div> <p>a. Enter 4-digit fund.</p> <p>b. Press Tab.</p>
13. Specify Department and Division.	<div data-bbox="748 638 1544 686" style="border: 1px solid black; padding: 2px;"> Note: Leaving "*" requests all Departments. </div> <p>a. Enter 3-digit Department code.</p> <p>b. Press Tab.</p> <div data-bbox="748 806 1544 854" style="border: 1px solid black; padding: 2px;"> Note: Leaving "*" requests all Divisions. </div> <p>c. Enter 4-digit Division Code.</p> <p>d. Press Enter.</p>
14. Review BD_FORM_405.	<p>a. Review information.</p> <p>b. Correct?</p> <ul style="list-style-type: none"> • Yes: Print form to submit with Budget Packet. • No: Use relevant sections of this job aid to correct information. <div data-bbox="748 1211 1544 1295" style="border: 1px solid black; padding: 2px;"> Note: Only items in account categories 6300 and 6380 will be listed on the BD_FORM_405. </div>
15. Check your work.	<p>Check your work.</p> <p>Results: A completed BD_Form_405.</p> <p>Task standards: All data is accurate and complete.</p>

Complete Form 406 - Transportation & Travel (BDTRVL)

Purpose To create Form 406 to provide a summary of the budget request in the Transportation & Travel GL Object Account Category.

Note: Only items in account category 6500 will be listed on the BD_FORM_406.

Start Prior to the budget request deadline.

Materials IFAS access
Transportation & travel information

Actions:	Do this:
1. Go to BDTRVL screen.	<p>b. Enter the mask BDUPDA in the Type Ahead History Box</p> <p>c. Press Enter.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Result: A dialog box will appear.</p> </div> <p>d. Click the green check mark button.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Result: The BDMISC screen will appear with the cursor in an unmarked field, which is the GL/JL key field.</p> </div> <p>e. Press F4 and use the cursor keys to move down to BDTRVL.</p> <p>f. Press Enter.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Result: The BDTRVL screen will appear with the cursor in an unmarked field, which is the GL/JL key field.</p> </div>
2. Enter GL Org Key.	<p>a. Enter 8-digit Org Key in this unmarked field.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Note: Only active specific Org codes associated with this screen can be entered.</p> </div> <p>b. Press Tab.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>Result: System provides GL Org Key description after you tab out of this unmarked field.</p> </div>

Actions:	Do this:						
<p>3. Enter GL Object Code.</p>	<p>a. Enter 6-digit Object Code in this unmarked field.</p> <div data-bbox="740 306 1544 388" style="border: 1px solid black; padding: 5px;"> <p>Note: Only active specific Object codes associated with this screen can be entered.</p> </div> <p>b. Press Tab.</p> <div data-bbox="740 464 1544 546" style="border: 1px solid black; padding: 5px;"> <p>Result: System provides GL Object Code description after you tab out of this unmarked field.</p> </div> <div data-bbox="740 594 1544 823" style="border: 1px solid black; padding: 5px;"> <p>Notes:</p> <ul style="list-style-type: none"> • The Fiscal Year will default to the requested fiscal year and is not updateable. • The Level will default to OB (Object Code) and the Version will default to RQ (Depart Request). </div>						
<p>4. Enter class.</p>	<p>a. Press F1 for a pick list.</p> <p>b. Select the desired classification from the pick list.</p> <p>c. Press Enter.</p> <p>d. Tab to the Description field.</p> <div data-bbox="740 1094 1544 1176" style="border: 1px solid black; padding: 5px;"> <p>Result: The Level will default to OB (Object Code) and the Version will default to RQ (Depart Request).</p> </div>						
<p>5. Enter description.</p>	<p>a. Type the appropriate description describing this entry.</p> <p>b. Press Tab.</p>						
<p>6. Generate reference number.</p>	<p>a. Tab through the reference field and a system-generated number will appear.</p>						
<p>7. Enter transportation type.</p>	<p>Do you need to enter a transportation (Trans) type?</p> <table border="1" data-bbox="771 1520 1536 1715"> <thead> <tr> <th>IF</th><th>THEN</th></tr> </thead> <tbody> <tr> <td>Yes</td><td> <ul style="list-style-type: none"> • Press F1 for a pick list. • Select the desired classification from the pick list. • Press Enter and tab to the Transportation field. </td></tr> <tr> <td>No</td><td>Tab to the Transportation field.</td></tr> </tbody> </table> <div data-bbox="755 1751 1544 1833" style="border: 1px solid black; padding: 5px;"> <p>Result: System provides description of transportation type.</p> </div>	IF	THEN	Yes	<ul style="list-style-type: none"> • Press F1 for a pick list. • Select the desired classification from the pick list. • Press Enter and tab to the Transportation field. 	No	Tab to the Transportation field.
IF	THEN						
Yes	<ul style="list-style-type: none"> • Press F1 for a pick list. • Select the desired classification from the pick list. • Press Enter and tab to the Transportation field. 						
No	Tab to the Transportation field.						

Actions:	Do this:
8. Enter transportation amounts.	<div data-bbox="740 264 1544 415" style="border: 1px solid black; padding: 5px;"> <p>Note: If details about Transportation, Lodging, Meals, & Fees are not known, put the amount requested in the Misc field. This will allow the Budget Amount field on the screen to become populated.</p> </div> <p>a. Enter the total dollar amount for all transportation costs for all employees who will be traveling, if applicable.</p> <p>b. Press Tab.</p>
9. Enter location.	<p>a. Enter the destination site (typically a city and state), if applicable.</p> <p>b. Press Tab.</p>
10. Enter lodging.	<p>a. Enter the total dollar amount for all lodging costs for all employees who will be traveling, if applicable.</p> <p>b. Press Tab.</p>
11. Enter trip dates.	<p>a. Enter the starting and ending dates for the trip, if applicable.</p> <div data-bbox="740 976 1544 1056" style="border: 1px solid black; padding: 5px;"> <p>Result: The system calculates the Totals Days field based on the trip dates entered.</p> </div>
12. Enter meals.	<p>a. Enter the total dollar amount for all meal costs for all employees who will be traveling, if applicable.</p> <p>b. Press Tab.</p>
13. Enter number of persons.	<p>a. Enter the total number of people going on this trip, if applicable.</p> <div data-bbox="740 1337 1544 1417" style="border: 1px solid black; padding: 5px;"> <p>Result: The system calculates the Cost per Person field after the # of Persons is entered.</p> </div> <p>b. Press Tab.</p>
14. Enter fees.	<p>a. Enter the total dollar amount for all the fees for all employees who will be traveling, if applicable.</p> <div data-bbox="740 1589 1544 1669" style="border: 1px solid black; padding: 5px;"> <p>Note: Fees are cost items that don't fall in the other categories, i.e. toll fees, parking fees, etc.</p> </div> <p>b. Press Tab.</p>

Actions:	Do this:
15. Enter miscellaneous amounts.	<p>a. Enter the total dollar amount for all miscellaneous costs for all employees who will be traveling.</p> <p>b. Tab to Comments field and enter comments.</p> <div data-bbox="737 401 1544 520" style="border: 1px solid black; padding: 5px;"> <p>Note: The budget amount is calculated by adding the amounts in the Transportation, Lodging, Meals, Fees, and Misc fields. NO data input is required.</p> </div>
16. Enter comments.	<p>a. Additional comments to enter? Yes: Enter Y. No: Press Enter to save screen.</p> <p>b. Enter comments in Budget Item Detail Comments field.</p> <div data-bbox="737 785 1544 877" style="border: 1px solid black; padding: 5px;"> <p>Note: Press Enter before exiting screen or changes will be lost.</p> </div> <p>c. Press Enter to save your comments.</p> <div data-bbox="737 947 1544 1104" style="border: 1px solid black; padding: 5px;"> <p>Result: The BDTRVL screen that you've been working on will appear once you save your comments. An asterisk (*) will appear in your Comments field once the comments and the BDTRVL screen are saved.</p> </div> <p>d. More budget amounts to enter? Yes: Press Enter to save screen and go to Step 2. No: Press Enter to save screen and F8 to exit.</p>
17. Go to BD_FORM_406	<p>a. Open CDD report folder.</p> <p>b. Open Subsystem folder.</p> <p>c. Open BU folder.</p> <p>d. Open BD_FORM_406.</p> <div data-bbox="737 1608 1544 1688" style="border: 1px solid black; padding: 5px;"> <p>Result: A prompt box appears where the user enters selection criteria.</p> </div>

Actions:	Do this:
18. Enter fiscal year.	<p>a. Enter fiscal year, if different from default year.</p> <p>b. Press Tab.</p> <div data-bbox="737 359 1544 407" style="border: 1px solid black; padding: 2px;"> Result: Target fiscal year defaults. </div>
19. Enter ledger.	<div data-bbox="737 457 1544 506" style="border: 1px solid black; padding: 2px;"> Note: Use the default ledger of HC. </div> <p>a. Press Tab.</p>
20. Enter Fund Code.	<div data-bbox="737 590 1544 638" style="border: 1px solid black; padding: 2px;"> Note: Leaving “*” requests all funds. </div> <p>a. Enter 4-digit Fund Code.</p> <p>b. Press Tab.</p>
21. Specify Department and Division.	<div data-bbox="737 766 1544 814" style="border: 1px solid black; padding: 2px;"> Note: Leaving “*” requests all Departments. </div> <p>a. Enter 3-digit Department Code.</p> <p>b. Press Tab.</p> <div data-bbox="737 934 1544 982" style="border: 1px solid black; padding: 2px;"> Note: Leaving “*” requests all Divisions. </div> <p>c. Enter 4-digit Division Code, if applicable.</p> <p>d. Press Enter.</p>
22. Enter Class Code.	<div data-bbox="737 1108 1544 1157" style="border: 1px solid black; padding: 2px;"> Note: Leaving “*” requests all classes. </div> <p>a. Enter one letter Class Code.</p>
23. Enter reference number.	<div data-bbox="737 1249 1544 1297" style="border: 1px solid black; padding: 2px;"> Note: Leaving “*” requests all reference numbers. </div> <p>a. Enter 10 character reference number, if applicable.</p>
24. Review BD_FORM_406.	<p>a. Review information.</p> <p>b. Correct?</p> <p style="padding-left: 40px;">Yes: Print form to submit with Budget Packet.</p> <p style="padding-left: 40px;">No: Use this job aid to correct information.</p> <div data-bbox="737 1591 1544 1675" style="border: 1px solid black; padding: 2px;"> Note: Only items in account category 6500 will be listed on the BD_FORM_406. </div>
25. Check your work.	<p>Check your work.</p> <p>Results: A completed BD_Form_406.</p> <p>Task standards: All data is accurate and complete.</p>

Review Form 407 - Equipment Over \$5000 (BDEQT)

Purpose To create Form 407 to provide detailed information about equipment (other than vehicles) costing \$5,000 or more.

Notes:

- Since fixed assets have already been entered into the BDEQPT screen per the Complete BD_Form_404 job aid, no additional input is needed to complete BD_Form_407.
- Only fixed assets in account category 6200 will be listed on the BD_FORM_407.
- If fixed assets are NOT showing, check that a “Y” is entered in the Fixed Asset field on the BDEQPT screen.

Start Prior to the budget request deadline.

Materials IFAS access

Actions:	Do this:
1. Go to BD_FORM_407.	<p>b. Open CDD report folder.</p> <p>c. Open Subsystem folder.</p> <p>d. Open BU folder.</p> <p>e. Open BD_FORM_407.</p> <div data-bbox="748 1203 1544 1287" style="border: 1px solid black; padding: 5px;"> <p>Result: A prompt box appears where the user enters selection criteria.</p> </div>
1. Enter fiscal year.	<p>a. Enter fiscal year.</p> <p>b. Press Tab.</p> <div data-bbox="748 1461 1544 1507" style="border: 1px solid black; padding: 5px;"> <p>Result: Target fiscal year defaults.</p> </div>
2. Enter ledger.	<div data-bbox="748 1556 1544 1602" style="border: 1px solid black; padding: 5px;"> <p>Note: Use default ledger HC.</p> </div> <p>a. Press Tab to move through ledger field.</p>
3. Enter fund.	<p>a. Enter 4-digit fund.</p> <div data-bbox="748 1749 1544 1795" style="border: 1px solid black; padding: 5px;"> <p>Note: Leaving “*” requests all funds.</p> </div> <p>b. Press Tab.</p>

Actions:	Do this:
4. Specify Department.	<p>a. Enter 3-digit Department Code.</p> <p>Note: Leaving "*" requests all Departments.</p> <p>b. Press Tab.</p>
5. Specify Division.	<p>a. Enter 4-digit Division Code, if applicable.</p> <p>Note: Leaving "*" requests all Divisions.</p> <p>b. Press Enter.</p>
6. Review BD_FORM_407.	<p>a. Review information.</p> <p>b. Correct?</p> <p>Yes: Print form to submit with Budget Packet.</p> <p>No: Follow job aid for BD_FORM_404.</p> <p>Note: Only fixed assets in account category 6200 will be listed on the BD_FORM_407.</p>
7. Check your work.	<p>Check your work.</p> <p>Results: A completed BD_Form_407.</p> <p>Task standards: All data is accurate and complete.</p>

Complete Form 408 - Request for Vehicle Purchases (BDVEHICL)

Purpose To create Form 408 to provide detailed information about :
 New vehicles costing over \$5,000
 Old vehicles being replaced

Note: The budget amount being requested for the purchase of vehicles or the fleet charges associated with the purchase will be entered on either the BDMISC screen or the BDTRVL screen.

Start Prior to the budget request deadline.

Materials IFAS access
 Vehicle information on vehicles costing \$5,000 or more and the vehicle being replaced (if applicable).

Actions:	Do this:
1. Go to BDVEHICL screen.	<p>a. Enter the mask BDUPDA in the Type Ahead History Box.</p> <p>b. Press Enter.</p> <p>Result: A dialog box will appear.</p> <p>c. Click the green check mark button.</p> <p>Result: The BDMISC screen will appear with the cursor in an unmarked field, the GL/JL key field.</p> <p>d. Press F4 and use cursor keys to move down to BDVEHICL.</p> <p>e. Press Enter.</p> <p>Result: The BDVEHICL screen will appear with the cursor in an unmarked (GL/JL key) field.</p>
1. Enter GL Org Key.	<p>a. Enter 8-digit Org Key in this unmarked field.</p> <p>b. Press Tab.</p>
2. Enter GL Object Code.	<p>a. Enter 620304 in this unmarked field.</p> <p>b. Press Tab.</p>

Actions:	Do this:
3. Specify department.	<div data-bbox="748 258 1520 304" style="border: 1px solid black; padding: 2px;">Result: Cursor will default to replacement field.</div> <p>a. Enter 3-digit Department Code.</p>
4. Enter replacement.	<p>a. Press F1.</p> <p>b. Select the desired option from the pick list.</p> <p>c. Press Enter.</p> <p>d. Press Tab.</p> <div data-bbox="748 617 1520 699" style="border: 1px solid black; padding: 2px;">Note: Choosing option Y requires completion of the bottom portion of this screen.</div> <div data-bbox="748 716 1520 798" style="border: 1px solid black; padding: 2px;">Note: The Fiscal Year will default to the requested fiscal year and is not updateable.</div>
5. Enter description.	<p>a. Enter the new vehicle year, make, and model.</p> <p>b. Press Tab.</p>
6. Enter estimated unit cost.	<p>a. Enter the estimated unit cost amount without \$ sign.</p> <p>b. Press Tab.</p>
7. Enter use category.	<p>a. Press F1.</p> <p>b. Select the desired option from the pick list.</p> <p>c. Press Enter.</p> <p>d. Press Tab.</p>
8. Enter justification.	<p>a. Enter brief reason for additional vehicle.</p> <p>b. Was “N” put in Replacement field? Yes: Press Enter and go to Step 2. No: Tab to the Old Vehicle Information Equipment Number field.</p>
9. Enter equipment number.	<p>a. Enter the equipment number.</p> <p>b. Press Tab.</p>
10. Enter model year.	<p>a. Enter vehicle model year.</p> <p>b. Press Tab.</p>
11. Enter vehicle Type (make).	Enter the make of the vehicle in Type field.

Actions:	Do this:
12. Enter mileage.	Enter the current mileage for this vehicle.
13. Enter date.	Enter the month and year (XX/XX) that the mileage is being recorded.
14. Enter present condition.	Enter the Present condition of the car from the list below. Excl (excellent) Good Fair Poor
15. Enter use category.	<p>a. Press F1.</p> <p>b. Select the desired option from the pick list.</p> <p>c. Press Enter.</p> <div data-bbox="748 873 1520 957" style="border: 1px solid black; padding: 5px;"> <p>Note: A SEPARATE screen will need to be completed for EACH vehicle being requested.</p> </div> <p>d. More vehicles to enter?</p> <p>Yes: Press Enter to save screen and go to Step 2.</p> <p>No: Press Enter to save screen and F8 to exit.</p>
16. Go to BD_FORM_408.	<p>a. Open CDD report folder.</p> <p>b. Open Subsystem folder.</p> <p>c. Open BU folder.</p> <p>d. Open BD_FORM_408.</p> <div data-bbox="748 1331 1520 1415" style="border: 1px solid black; padding: 5px;"> <p>Result: A prompt box appears where the user enters selection criteria.</p> </div>
17. Enter fiscal year.	<p>a. Enter fiscal year, if different from default year.</p> <p>b. Press Tab.</p> <div data-bbox="748 1591 1520 1640" style="border: 1px solid black; padding: 5px;"> <p>Result: Target fiscal year defaults.</p> </div>
18. Enter Ledger.	<div data-bbox="748 1692 1520 1740" style="border: 1px solid black; padding: 5px;"> <p>Note: Use default ledger (HC).</p> </div> <p>Press Tab.</p>

Actions:	Do this:
19. Specify department.	<p>a. Enter 3-digit Department Code.</p> <div data-bbox="748 306 1520 352" style="border: 1px solid black; padding: 2px;"> <p>Note: Leaving “*” requests all departments.</p> </div> <p>b. Press Tab.</p>
20. Review BD_FORM_408.	<p>a. Review information.</p> <p>b. Correct?</p> <p style="padding-left: 40px;">Yes: Print form to submit with Budget Packet.</p> <p style="padding-left: 40px;">No: Follow job aid for BD_FORM_408.</p>
21. Check your work.	<p>Check your work.</p> <p>Results: A completed BD_Form_408.</p> <p>Task standards: All data is accurate and complete.</p>

Review Form 410 - Position Budget Reclassification (BDPOSB)

Purpose To create Form 410 including:
 Proposed maximum salary increase
 Proposed maximum car allowance
 Other proposed position change requests

When Prior to budget request deadline

Materials IFAS access
 Position change request information

Note: In preparation for this budget cycle, current PCN salary information has been loaded on the BDPOSB screen. Changes to Form 3441 create this report.

Actions:	Do this:
1. Go to BD_FORM_410.	c. Open CDD report folder, if needed. d. Open Subsystem folder, if needed. e. Open BU folder. f. Double click on BD_FORM_410.
2. Enter Fiscal Year.	a. Enter Fiscal Year, if different from the default fiscal year. b. Press Tab .
3. Enter Org Key.	a. Enter Org Key. b. Press Tab .
4. Enter Object Code.	a. Enter Object Code. b. Press Tab .
5. Enter Budget Version.	a. Do you know the Budget Version? Yes: Enter Budget Version. No: Use the default (*).
6. Review BD_FORM_410.	a. Review information. b. Correct? Yes: Print form to submit with Budget Packet. No: Use this job aid to correct information.

Actions:	Do this:
7. Check your work.	<p>Check your work.</p> <p>Result: A complete BD_Form_410.</p> <p>Task standards: All data is accurate and complete.</p>

Complete Form 413 - Capital Improvement 5-Yr Request (BDCAPIMP)

Purpose To input Form 413 information – five year capital improvement request.

Start Prior to the budget request deadline.

Materials IFAS access

Projected capital improvement costs for requested fiscal year and the four following years

Actions:	Do this:
1. Go to BDCAPIMP.	<p>b. Enter the mask BDUPDA in the Type Ahead History Box.</p> <p>c. Press Enter.</p> <p>Result: A dialog box will appear.</p> <p>d. Click the green check mark button.</p> <p>Result: The BDMISC screen will appear with the cursor in an unmarked field, the GL/JL key field.</p> <p>e. Press F4 and use cursor keys to move down to BDCAPIMP screen.</p> <p>f. Press Enter.</p>
2. Enter department.	<p>a. Enter 3-digit Department Code.</p> <p>b. Press Tab.</p> <p>Note: The Fiscal Year will default to the requested fiscal year and is not updateable.</p>
3. Enter Org Key.	<p>a. Enter 8-digit Org Key.</p> <p>b. Press Tab.</p>
4. Enter Object Code.	<p>a. Enter 6-digit Object Code.</p> <p>b. Press Tab.</p>

Actions:	Do this:
5. Enter JL Key.	<p>a. Enter 10-digit JL Key, if applicable.</p> <div data-bbox="748 306 1520 432"> <p>Note: Do NOT press Tab. The cursor will move to the Object Code field when the complete JL Key is entered.</p> </div>
6. Enter JL Object Code.	<p>a. Enter 8-digit JL Object Code, if applicable.</p> <div data-bbox="748 525 1520 651"> <p>Note: Do NOT press Tab. The cursor will move to the description field when the complete JL Object code is entered.</p> </div>
7. Enter project description.	<p>a. Enter project description.</p> <p>b. Press Tab.</p>
8. Enter project priority.	<p>a. Enter project priority.</p> <p>b. Press Tab.</p>
9. Enter estimated life.	<p>a. Enter estimated in years.</p> <p>b. Is the amount 9 or less?</p> <p>Yes: Press Tab.</p> <p>No: Do NOT press Tab. Cursor will move to the next field when the 2-digit number is entered.</p>
10. Enter project cost for requested fiscal year.	<p>a. Enter project cost for requested fiscal year.</p> <p>b. Press Tab.</p>
11. Enter project cost for fiscal year after requested fiscal year.	<p>a. Enter project cost for the fiscal year after requested year.</p> <p>b. Press Tab.</p>
12. Enter project cost for two fiscal years after requested fiscal year.	<p>a. Enter project cost for two fiscal years after requested fiscal year.</p> <p>b. Press Tab.</p>
13. Enter project cost for three fiscal years after requested fiscal year.	<p>a. Enter project cost for three fiscal years after requested fiscal year.</p> <p>b. Press Tab.</p>

Actions:	Do this:
14. Enter project cost for four fiscal years after requested fiscal year.	<p>a. Enter project cost for four fiscal years after requested fiscal year.</p> <div data-bbox="748 344 1520 432" style="border: 1px solid black; padding: 5px;"> <p>Note: Press Enter before exiting screen or changes will be lost.</p> </div> <p>b. Press Enter to save screen.</p>
15. Go to BD_FORM_413.	<p>a. Open CDD report folder, if needed.</p> <p>b. Open Subsystem folder, if needed.</p> <p>c. Open BU folder.</p> <p>d. Double click on BD_FORM_413.</p>
16. Enter fiscal year.	<p>a. Enter fiscal year.</p> <p>b. Press Tab.</p>
17. Enter ledger.	<div data-bbox="748 837 1520 884" style="border: 1px solid black; padding: 5px;"> <p>Note: Use default ledger (HC).</p> </div> <p>a. Press Tab.</p>
18. Specify department.	<div data-bbox="748 968 1520 1014" style="border: 1px solid black; padding: 5px;"> <p>Note: Leaving “*” requests all departments.</p> </div> <p>a. Enter 3-digit Department Code.</p> <p>b. Press Enter.</p>
19. Review BD_FORM_413.	<p>a. Review information.</p> <p>b. Correct?</p> <p>Yes: Print form to submit with Budget Packet.</p> <p>No: Follow job aid for BD_FORM_413.</p>
20. Check your work.	<p>Check your work.</p> <p>Result: A complete BD_Form_413.</p> <p>Task standards: All data is accurate and complete.</p>

Form 415 Budget Addendum

If the Budget Packet has been submitted and a change must be made to the budget request amount, complete form 415 and send a hard copy to the Budget Office. Request the form from the Budget department.

Complete Form 3441 - Position Change Request (BDPOSB-CD)

Purpose To complete Form 3441, to change or delete a current position.

Note: Changes and deletions will be reflected on:

- BD_Form_3441 - Change/Delete
- BD_Form_410BD_Form411_POSB.

Start Prior to the budget request deadline.

Materials IFAS access
Information on positions to be changed or deleted

Actions:	Do this:
1. Go to BDPOSB screen.	<p>a. Enter the mask BDUPDA in the Type Ahead History Box.</p> <p>b. Press Enter.</p> <p>Result: A dialog box will appear.</p> <p>c. Click the green check mark button.</p> <p>Result: The BDMISC screen will appear with the cursor in an unmarked field, the GL/JL key field.</p> <p>d. Press F4 and use cursor keys to move down to BDPOSB screen.</p> <p>e. Press Enter.</p> <p>Note: The Fiscal Year will default to the requested fiscal year and is not updateable.</p>
2. Locate PCN to be changed or deleted.	<p>a. Press F3. The menu choice Select New is highlighted.</p> <p>b. Press Enter.</p> <p>c. Tab to PCN field.</p> <p>d. Enter PCN.</p> <p>e. Press Enter.</p> <p>Result: PCN information will default to screen.</p>

Actions:	Do this:
<p>3. Enter number of positions to be changed or deleted.</p>	<p>a. Tab to Quantity field</p> <p>b. Enter the number of positions to be changed or deleted.</p> <p>c. Is this a change or a deletion?</p> <ul style="list-style-type: none"> • Change: Go to Step 4. • Deletion: Go to Step 5.
<p>4. Enter change information.</p>	<p>a. Tab to Eff Date (mmddyy)/Job Title.</p> <p>b. Enter Date Change is effective and job title.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: Enter date and job title in the following format: 101804/Manager.</p> </div> <p>c. Tab to Reason for Request field. Press enter. Type a Y in the fields. Another screen will appear asking that an X be entered in each field that is applicable for the change.</p> <p>NOTE: Putting an X by the reaasons for request will allow the system to automatically mark the boxed on Form3441.</p> <p>d. Tab to Action field.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: If incorrect change is made and saved (by pressing Enter), call ITC.</p> </div> <p>e. Enter C for Change.</p> <p>f. Tab to field(s) to be changed.</p> <p>g. Enter new information.</p> <p>h. Note the reference number.</p> <p>i. Press Enter.</p> <p>j. Press F8.</p> <p>When positions are imported by ITC for a new fiscal year, you will see a B in the Action field. Form 411 should list all of the positions in the department.</p> <p>k. Go to Step 6.</p>

Actions:	Do this:						
5. Enter deletion information.	<div data-bbox="792 260 1523 342" style="border: 1px solid black; padding: 5px;"> Note: Date and job title must be entered in the following format: 101804/Manager. </div> <p>a. Tab to Eff Date (mmddyy)/Job Title.</p> <p>b. Enter Date deletion is effective and job title.</p> <p>c. Tab to Action field.</p> <p>d. Enter D for Delete.</p> <p>e. Press Enter.</p> <p>f. Press F8.</p> <div data-bbox="792 674 1523 756" style="border: 1px solid black; padding: 5px;"> Result: All information remains available but will be noted as deleted on BD_Form_411. </div>						
6. Make additional changes or deletions.	<p>More changes or deletions to make?</p> <table border="1" data-bbox="834 903 1516 1062"> <thead> <tr> <th data-bbox="834 903 1008 940">IF</th><th data-bbox="1008 903 1516 940">THEN</th></tr> </thead> <tbody> <tr> <td data-bbox="834 940 1008 978">Yes</td><td data-bbox="1008 940 1516 978">Go to Step 2.</td></tr> <tr> <td data-bbox="834 978 1008 1062">No</td><td data-bbox="1008 978 1516 1062"> <ul style="list-style-type: none"> • Press F8. • Go to Step 7. </td></tr> </tbody> </table>	IF	THEN	Yes	Go to Step 2.	No	<ul style="list-style-type: none"> • Press F8. • Go to Step 7.
IF	THEN						
Yes	Go to Step 2.						
No	<ul style="list-style-type: none"> • Press F8. • Go to Step 7. 						
7. Go to BD_FORM_3441 - Change_Delete.	<p>a. Open CDD folder.</p> <p>b. Open Subsystem folder.</p> <p>c. Open BU folder.</p> <p>d. Open BU_FORM_3441.</p> <p>e. Double-click on FIRST listed BD_FORM_3441 – Change_Delete report.</p> <div data-bbox="792 1390 1523 1472" style="border: 1px solid black; padding: 5px;"> Result: A prompt box appears where the user enters selection. </div> <p>f. If using Running Man, select “Select FY and Position.”</p>						
8. Enter Fiscal Year.	<p>a. Enter Fiscal Year.</p> <p>b. Press Tab.</p>						
9. Enter PCN.	<p>a. Enter PCN or reference number.</p> <p>b. Press Enter.</p>						

Actions:	Do this:
10. Confirm information on report.	a. Review information on report. b. Correct? Yes: Print form to submit with Budget Packet. No: Use this job aid to correct information.
11. Check your work.	Check your work. Result: A complete BD_Form_3441 – Change_Delete. Task standards: All data is accurate and complete.

Enter Form 3441- Request New or Approved Position Info in IFAS

Introduction

The following information explains how to enter information in IFAS for form 3441, add position change request. Also, it shows a position that has been approved but is not effective or in the system until after the budget request deadline.

Add form 3441 info

Use the following steps to enter information in IFAS for form 3441, add position change request.

Step	Action
1	Log into IFAS . The main IFAS screen opens.
2	Type BDUPDA in the TypeAhead/History box. A prompt box opens with the GL ledger checked.
3	Click the green Check or press Enter . The BDMISC screen opens in the Add mode.
4	Press the F4 key. A list of screen opens.
5	Use the Arrow keys to select the BDPOSB screen and press Enter. The BDPOSB screen opens.
6	<p>Enter information in the following required fields and press Tab after each entry. The program populates a description in each field when you Tab from each field.</p> <ul style="list-style-type: none"> • Org Key (enter eight-digit Org Key) • Object Code (enter six-digit Object code) • Qty (enter quantity of this position) • Reference (press Tab from this field to allow the program to populate the field) • Eff Date mmddyy/ Job Title (must enter this format, mmddyy/Job Title, for report accuracy) • Reason for Request (press Enter and another screen will appear. Tab to the applicable fields and type an X to indicate the reason(s) for your new position request. Then, press Enter or F8 to return to the BDPOSB screen). <p>Note: Record the Reference number issued by the program for use when printing the CDD report. See the next section titled Print Form 3441 - Addition CDD Report for details.</p>

7	Press the F1 key at the Action field and press Enter to select an action. An action list opens.
8	Use the Arrow keys to select A for Add or P for Approved position that is effective or in the system after the budget deadline and press Enter . The program populates the Action field with the letter A or the letter P .
9	Press Tab from the Action field. The program populates a description of the action, Add or Position Approved to the right of the field.

Enter Form 3441 – Request New or Approved Position Info in IFAS continued

Add Request New or Approved Position Info form 3441 info

Step	Action
10	Enter information in the following fields if available and press Tab after each entry. <ul style="list-style-type: none"> • JL Key (enter ten-digit JL Key, if available) • JL Object Code (enter eight-digit JL Object Code, if available)
11	Press F1 at the Position Type field to select a position type. A position list opens.
12	Use the Arrow keys to select a position type and press Enter . The program populates the position type in the Position Type field.
13	Press Tab from the Position Type field. The program populates a description of the position type to the right of the field.
14	Enter a maximum salary amount in the Fiscal Year Amounts field and press Tab . Note: You must enter Fiscal Year maximums, not monthly maximums.
15	Press F1 at the Exemption Status field to select an exemption status. An exemption status list opens.
16	Use the Arrow keys to select an exemptions status and press Enter . The program populates the exemption status in the Exemption Status field.
17	Press Tab from the Exemption Status field. The program populates a description of the exemption status to the right of the field.
18	Enter a maximum car allowance, if applicable, in the Max Car Inc/Dec field and press Tab. Note: You must enter Fiscal Year maximums, not monthly maximums.

19	Enter the required information in the following fields. <ul style="list-style-type: none"> • Hours Per Week (enter the hours per week) • Hours Per Year (enter the hours per year)
20	Type Y in the Comments field to enter comments. The Comments screen opens.

Continued on next page

Enter Form 3441 – Request New or Approved Position Info in IFAS, Continued

Request New or Approved Position info in IFAS form 3441

Step	Action
21	Enter comments in the Comments screen and press Enter to save. The BDPOSB screen opens again with an asterisk in the Comments field. Note: An asterisk in the Comments field signifies that there are comments attached to this record.
22	Press Enter to save this record in IFAS .
23	Repeat steps 5 through 22 to add more positions.
24	Press F8 to exit. NOTE: Each position that has been changed, deleted or added must be submitted with a Form 3441. Approved positions effective after the budget request deadline DO NOT require an accompanying Form 3441. If you are adding several positions with the same title, you only submit one form 3441. Remember though, that the Number of Position field needs to indicate the number of individuals requested. Ex. 5 Adm. Asst. II are requested – one form 3441 is submitted. The Number of Positions needed reads 5.

Print Form 3441 - Addition CDD Report

Introduction The following information explains how to print the Form 3441 – Addition CDD report.

Print report Use the following steps to print the Form 3441 – Addition CDD report.

Step	Action
1	Log into IFAS . The main IFAS screen opens.
2	Click the <+> beside the CDD Report icon. The CDD Report list expands.
3	Click the <+> beside the CDD Subsystem Folder icon. The CDD Subsystem Folder list expands.
4	Double-click the BD_FORM_3441-Addition Report option. The report prompt box opens.
5	Enter the required information in the following fields. <ul style="list-style-type: none">• Fiscal Year (enter the current fiscal year)• Reference (enter reference number populated by the program in the Reference field. See the previous section titled Enter Form 3441- Add Position Info in IFAS.)
6	Press Enter to produce the report. You can view the report on the screen. Note: Use this view to review the information that you entered.
7	Click the Print icon in the button bar to print the report.
8	Click the small black X in the right-hand corner to close the report.

Revenue Procedures

BDREV

To complete the Form 323, you need to complete a BDREV screen. This screen is in BDUPDA. You cannot create or delete a BDREV record. After Typing the mask BDUPDA in the Type/Ahead History box on the Insight screen and pressing F4, arrow down to the last screen, BDREV.

Press Enter to choose BDREV.

Screen Name	
BDMISC	Miscellaneous Budget Details
BDEQPT	Equipment Budget Details
BDTRVL	Travel Budget Details
BDPOSB	Position Budgeting Details
BDVEHICL	Request for Vehicles
BDEXPEND	5 Year Expenditure Projections
BDCAPIMP	Capital Improvements 5 Yr Req
BDBUDGET	Proposed/Requested Difference
BD3441	Form 3441 Report
BDREV	Revenue Estimate Form

Getting there

Click the Browse button or press F7. You will be working in the Browse mode to find a specific record. Use F6 or F5 to find a specific record. The Object Code must begin with 5. (ex. 530300). Or Search by F3 and choose Select New. Enter the Org key (Asterisk, Department number, Asterisk) and the Object code (the number 5 and asterisk) Press Enter.

Revenue Procedures (continued)

Required Fields

- Est Nov – Feb (enter the amount)
- Legal Authorization
- Department Estes (enter the estimates for the next four years)
- Current Rate Structure
- Contact (enter the name of the person to refer to)

NOTE: Leave the Auditor's Estimate field blank.

Optional Fields

- Department sybmission (enter comments or information on future years)
 - Comments
-

Save

Press Enter to save the record. The program displays the next record. Repeat procedures for the next record. Press F8 to exit.

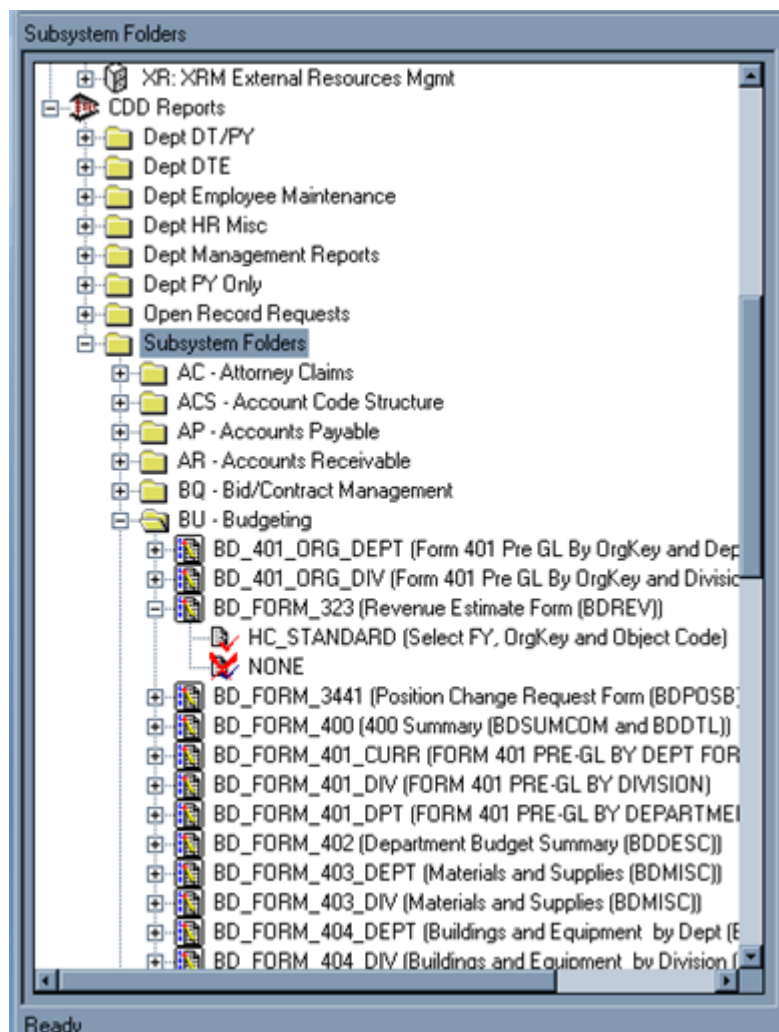
Print Form 323

Getting There

After logging into IFAS, click the + sign for the following folders to arrive to the Form 323.

CDD Reports
Subsystem
Budgeting
BD_FORM_323.

Select HC_STANDARD by double-clicking.



Continued on next page

Print Form 323 (continued)

Completing the form

Enter the required information in the following fields:

- Enter the value for the Ledger (HC defaults)
- Enter the value for the target fiscal year (TFY); **2010 defaults** (figure below is due to an example from FY2008)
- Enter the Dept. number (department)
- Enter the value for the GL Key or leave the asterisk to view all
- Enter the value for the GL Object code or enter 5 asterisk(5*) to view all. The object code should always start with 5, because this is the Revenue object code.

Click OK.

Prompts

Enter the value for "Ledger":
HC

Enter the value for "TFY":
2008

Enter the value for "DEPT":

Enter the value for "GLKEY":
*

Enter the value for "GLOBJ":
*

OK
Cancel

Continued on next page

Print Form 323 (continued)

Click the forward arrow to page through reports.

County Auditor's Form #323 Harris County, Texas (REV. 04/02)		REVENUE ESTIMATE FORM 2009-2010					
(1) G/L Key 10031101	(2) G/L Key Name ADMINISTRATIVE DIVISION						
(3) Object Code 530300	(4) Object Name FEES OF OFFICE						
(5) Telephone Number NOT APPLICABLE	(6) Contact Person's Name 713-555-5555						
Previous Five Fiscal Years		Current Fiscal Year Revenue 2008-2009				Next 5 Fiscal Year's Revenue	
(7) Five Year Actual Revenue History	(8) Auditor's Estimate	(9) Dept's Actual Mar-Oct	(10) Dept's Estimate Nov-Feb	(11) Dept's Estimate ((9) + (10))	(12) Dept's Estimate	(13) Auditor's Estimate	
2007-2008 3,448.50	0.00	3,846.50	6,000.00	9,846.50	2009-2010 0.00	0.00	
2006-2007 5,801.60					2010-2011 2,000.00	0.00	
2005-2006 96,110.39					2011-2012 5,000.00	0.00	
2004-2005 375,114.63					2012-2013 3,000.00	0.00	
2003-2004 369,589.63					2013-2014 10,000.00	0.00	
(14) Legal Authorization and Description of Revenue HB 66754							
(15) Current Rate Structure \$500/test							

Important

ALWAYS include the Legal Authorization and Description of Revenue and Current Rate Structure. (data above is fictional)

Printing

Click the Print icon in the button bar. Make sure that the printer is set up for IFAS jobs. Close the report when complete.